# NASA/Goddard Space Flight Center's (GSFC) Procurement Operations Division (POD)

New Employee
Information Packet
August 2020

# Welcome to NASA's Goddard Space Flight Center . . .

You are a member of the Management Operations Directorate, Code 200, and an employee of the Procurement Operations Division, Code 210.

Code 200's Website: http://code200.gsfc.nasa.gov

Code 210's Website: <a href="https://code210.gsfc.nasa.gov/podhome.htm">https://code210.gsfc.nasa.gov/podhome.htm</a>

# The NASA Vision for Space Exploration

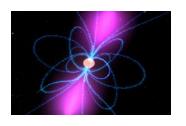
"Exploring new worlds and settling the space frontier..."

https://www.nasa.gov

NASA's mission is to pioneer the future in space exploration, scientific discovery, and aeronautics research.

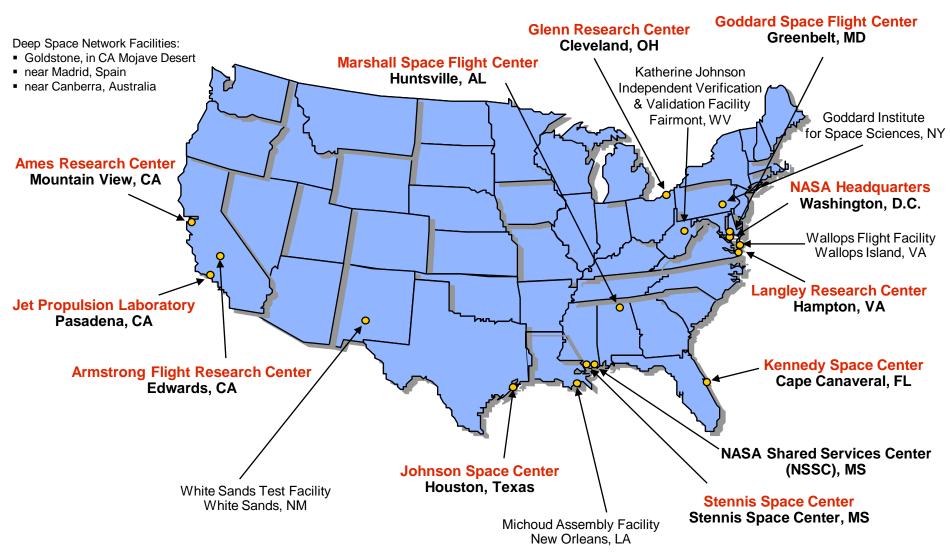


#### NASA at a Glance

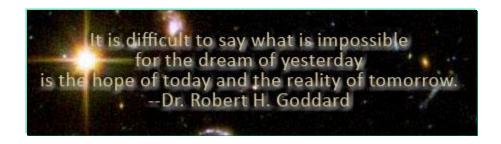


- NASA employs 16,000+ civil servants and generates thousands of high tech jobs in the private sector
- The Agency operates nine Field Centers and the contractor-operated Jet Propulsion Laboratory. There is a NASA Management Office (NMO) and a NASA Shared Services Center. See <a href="http://www.nasa.gov/about/sites/index.html">http://www.nasa.gov/about/sites/index.html</a> for more information on NASA's Centers and facilities.
- Key GSFC facilities include:
  - Greenbelt in Maryland
  - Wallops Flight Facility in Virginia
  - Katherine Johnson Independent Verification and Validation (IV&V)
     Facility in West Virginia
  - Goddard Institute for Space Studies (GISS) in New York.
- NASA's annual budget is approximately \$19B.
- GSFC's Procurement Office, which includes obligating money for NASA Headquarters, is over \$4B.

#### **NASA Centers and Installations**



### **About GSFC...**



NASA's Goddard Space Flight Center is home to the nation's largest organization of combined scientists, engineers and technologists that build spacecraft, instruments and new technology to study the Earth, the sun, our solar system, and the universe.

http://www.nasa.gov/centers/goddard/home/#.U3JoxRC9aSr

# **Goddard Space Flight Center**

#### **Center Facilities**

Location: Greenbelt, Maryland

• Acreage: 1121 acres (+149 acres leased from USDA)

# of Buildings: 51

Unique Facilities:

Diffraction Grating Evaluation Facility, Earth Observing System Data and Information System Facility, Flight Dynamics Facility, High Capacity Centrifuge, Hubble Space Telescope Control Center, Integrated Mission Design Center, Magnetics Test Facility, The NASA Center for Computational Sciences, NASA Communications Network, NASA Space Science Data Center, Network Control Center, Quality Assurance and Detector Development Laboratory, Scientific Visualization Studio, Space Environment Simulator, Spacecraft Fabrication Facility, Spacecraft Systems Development and Integration Facility, Spacecraft Test and Integration Facility



#### Supporting Facilities:

- Wallops Island located near Chincoteague, Virginia (6188 acres, 84 buildings including aircraft hangars)
- Independent Verification and Validation Facility (IV&VF) located in Fairmont, West Virginia
- Goddard Institute for Space Studies (GISS) located at Columbia University in New York City

#### **Center History**

• Founded:

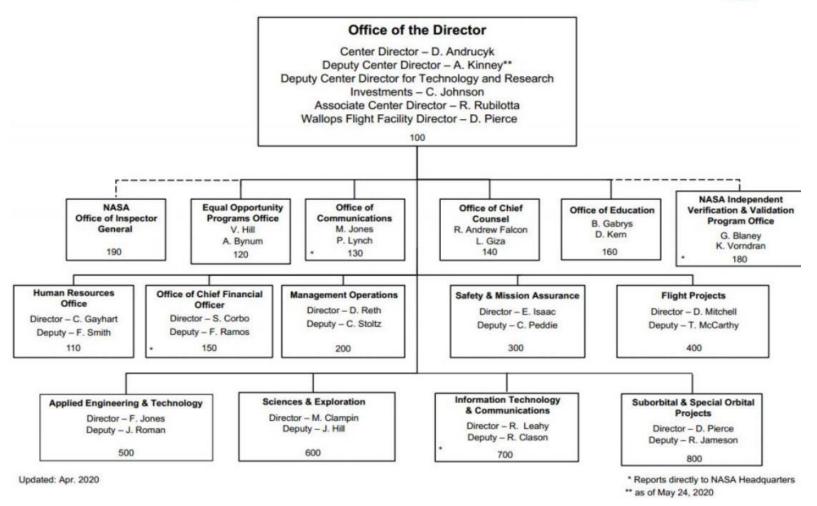
May 1, 1959 (NASA's first Space Flight Center)

Origin:

GSFC was formed in 1959 with about 160 researchers from the Naval Research Lab (project Vanguard). A tract of land was identified near the Beltsville Agricultural Research Center and its ownership was negotiated between the US Government and the State of Maryland. GSFC is named in recognition of Dr. Robert H. Goddard, the pioneer of modern rocket propulsion in the United States. Wallops Flight Facility was established in 1945 under the National Advisory Committee for Aeronautics and became Wallops Station in 1958 as part of NASA.

#### **Goddard Space Flight Center Organization Chart**





All Directorates and most Staff Offices have their own organizational breakdowns. This breakdown is located on the Center's internal website at <a href="https://internal.gsfc.nasa.gov/information-about-goddards-organizations">https://internal.gsfc.nasa.gov/information-about-goddards-organizations</a>.

#### NASA/GSFC Procurement Operations Organization Chart (as of November 25, 2019)

#### Procurement Operations Division, Code 210

Chief/Procurement Officer, Michael McGrath, 301-286-8400
Associate Chief/Deputy Procurement Officer, Mary Stevens, 301-286-7451
Associate Chief for Operations and Business Management, Cindy Cherrix, 301-286-2812
Small Business Specialist, E. Ann Haase, 301-286-3443

### GOES-R Procurement Office Chief App Hages 5

Chief, Ann Haase ⊠, 301-286-3443

#### JPSS/SSMO Procurement Office

Chief, Eric Newman ₪, 240-684-0532

#### Office for Headquarters, Code 210.H

Associate Chief, Delia Robey©, 301-286-7972
Procurement Manager, Jennifer O'Connell©,
301-286-4309
Procurement Manager, Maria McNamee©,
301-286-8109
Procurement Manager (Detail), LaShawn
Feimster©, 301-286-4240

#### Office for Mission Enabling, Code 210.M

Associate Chief, Karen Place, 301-286-8124
Procurement Manager, Alicia Carter,
301-286-1892
Procurement Manager, Ricarda Mason,
301-286-6843

#### Office for Space Sciences, Code 210.S

Associate Chief, Steve Lloyd, 

301-286-3616

Procurement Manager, Pauline Barrett

301-286-3294

Procurement Manager, Dean Patterson

301-286-8085

#### Office for Institutional Programs, Code 210.I

Associate Chief, Tammy Seidel □, 301-286-8438 Procurement Manager, Karen Smith □, 301-286-5491 Procurement Manager, Finale Uptegrow □, 757-824-2794

#### Office for Program Support, Code 210.P Associate Chief, Carlos McKenzie ⊠,

301-286-8008

Procurement Manager, Antwan Reid ☑,
301-286-8420

Procurement Manager, Ayana Briscoe ☑,
301-286-4349

#### Office for Earth Sciences, Code 210.Y

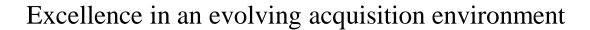
Associate Chief, Nipa Shah ☑, 301-286-1117 Procurement Manager, Michelle Padfield ☑, 301-286-4988 Procurement Manager, Craig Keish ☑, 301-286-0897

### **How We Are Organized**

- <u>Division Office</u>—Change Management, New Business and Acquisition Strategic Planning, Source Evaluation, Industry Assistance support particularly focused on small business programs, Human Capital Planning, Policy, Pricing, Acquisition Review, Career Development and Training. Support NASA/NOAA programs (GOES-R and JPSS/SSMO Procurement Offices). Also provides support to our procurement community (e.g., System Office Support, Delegation, GAO and IG Audits, FOIA, etc.)
- <u>Headquarters (210.H)</u> Located at Greenbelt and supports all acquisitions needs for Headquarters operations and staff offices.
- <u>Institutional (210.I)</u> Located at Greenbelt and Wallops Island and supports all acquisition needs related to GSFC's infrastructure support (e.g., constructions, custodial and lawn services, etc) and the Suborbital and Special Orbital Directorate.
- <u>Mission Enabling (210.M)</u> Located at Greenbelt and supports all acquisition needs for the Applied Engineering & Technology Directorate
- <u>Program Support Office (210.P)</u> Located at Greenbelt and Fairmont and supports all acquisition needs for the Office of the Director, including the IV&V facility in WV, a portion of the Flight Programs and Projects for cross-cutting requirements such as communications, networks, and mission operations, and the Office of Safety and Mission Assurance. Also supports the Information Technology and Communications Directorate.
- <u>Space Science (210.S)</u> –Located at Greenbelt and supports a portion of the Sciences and Explorations Directorate as well as a portion of the Flight Programs and Projects Directorate for space science and missions such as those related to planetary, lunar, and solar.
- <u>Earth Sciences (210.Y)</u> Located at Greenbelt and supports a portion of the Sciences and Explorations Directorate as well as a portion of the Flight Programs and Projects Directorate for earth science and missions such as those related to weather, remote sensing earth observing.

### **Procurement Operations Division**

#### Our Vision:





#### Our Mission:

Establish partnerships that deliver optimal business solutions — one procurement — one mission— one customer at a time

# **Procurement Operations Division** (Continued)

#### • Our Strategic Goals:

Be a premier organization by providing, promoting, and fostering:

- High quality products and services
- Outstanding customer service
- Mutual respect among well-developed, committed employees
- A safe, inclusive, and open environment



### Procurement's Management Team



- The POD Associates strategically align resources, processes, and business lines to the mission, goals, and objectives of its customers.
- The Procurement Managers implement those strategies and provide full service acquisition support for the present and the future.
- Senior Staff provides the regulatory, policy, and operational perspective.
- Together, these individuals form Procurement's Management Team. More specifically the team is comprised of:
  - Division Management: Division Chief/Procurement Officer, Associate
     Chief/Deputy Procurement Officer, Associate Chief for Operations and Business
     Management, and the 8 Associate/Assistant Division Chiefs
  - Procurement Managers (PM's): 2 PM's in 210.I, 210.S, 210.Y, 210.M, 210.P and 3 PM's in 210.H
  - Senior Staff: 8 to 10 individuals supporting policy, pricing, file review, competitions, training and development, source evaluation

# **Our Skill Groups**

- Management
- Contract Specialists
- Procurement Analysts
- Administrative Support
- Cost/Price Analysts

Our total workforce ranges between 180 to 200, and we are located throughout the Center, as close to a customer(s) as possible.

### What We All Do

- Provide operational procurement support to NASA Headquarters and GSFC from planning requirements through closeout of contractual instruments:
  - Acquisition strategy
  - Negotiation
  - Award
  - Administration
  - Closeout
  - Source Evaluation Board activities are a separate process from day-today acquisitions
- Respond to external communities
  - Industry, especially small businesses
  - Government Accountability Office (GAO), Office of Inspector General (OIG)
  - Congressionals



# What We All Do (Continued)



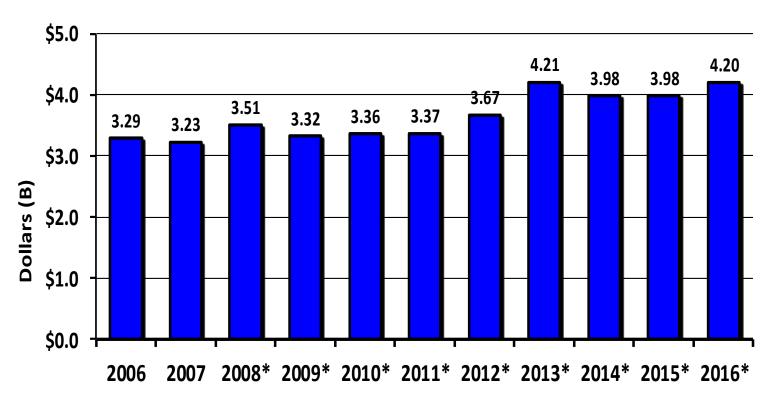
- Respond to external communities (continued)
  - Headquarters Procurement Surveys every other year, Self-Assessments required twice a year, support Survey activity at other Centers
  - Regular high-level reporting of data and data drill requests
- Support Agency and Center Initiatives (examples)
  - NASA Shared Services (NSSC)
  - Core Finance, Contract Management Module, Continuity of Operations, etc.
  - NASA Management Office (NMO), Agency-wide Consolidated Contracts
  - Certified Training for us and customers
  - ISO, Safety, Pandemic Planning, Drug-Testing, etc. (whatever the latest contractor imposed idea, requirement, policy is generated, we support)

### What We All Do (Continued)

- Provide infrastructure support to all aspects of acquisition
  - Policy, including review function
  - Automated Systems
  - Industry Assistance
  - SEB Coordination
  - Workforce Planning, Training and Development
- Typically, 85% of NASA's budget is spent on contracts and other acquisition instruments.



# POD Procurement Obligations FY 2006 – FY 2016



\* GSFC/HQ documents minus bank cards and outside buying (PGrps beginning with G\* and H\*, not GSFC/HQ Plant/Money obligated by NSSC, etc)

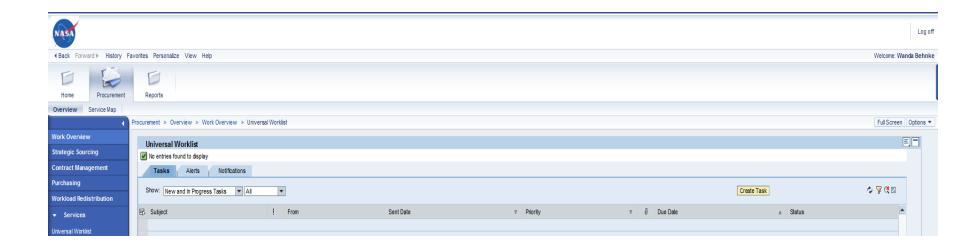
Source: BOBJ Report PRRPT7 - FY

# PPS and Legacy



- SAP's Procurement for Public Sector (PPS) contract management solution seamlessly integrates with NASA's Core Financial (SAP ECC) solution. SAP PPS provides an end-to-end procurement solution as a part of a single commercial-off-the-shelf (COTS) product.
  - Used to generate NASA contract actions, including solicitations, contracts, and modifications
  - PPS is integrated with NASA's Financial Management System (SAP) and the Federal Procurement Data System (FPDS-NG)
- Individual training is offered by the Systems Office Support (SOS) Team at GSFC-DL-Code 210 SOS Team or 6-9744
- The next set of charts provide an overview of the procurement-financial interface process of a funding document (Procurement Request) thru award.
  - There won't be a test following your arrival, not to worry!

# PPS Main Page



### PR to PO Process Overview

- Procurement Request (PR) created in SAP (Financial System)
- Procurement accepts or rejects the PR in SAP
  - Accepted:
    - PR will be sent to assigned Specialist/PGroup in SAP for Legacy award or PPS for awards based on PR criteria
  - Rejected:
    - SAP sends workflow message indicating procurement disapproval to Requisitioner
    - Rejected PRs must have Release Strategy reset in SAP
- Award is made in SAP or PPS
  - The obligation is posted in SAP
  - PR Status is updated to reference the award, document item, and line item

### Clause Finder Overview

- What is the Clause Finder?
  - Tool to assist in the review and development of PPS/Document Builder created documents (e.g. solicitations, contracts, modifications)
    - Generates formatted reports containing required, applicable, and optional clauses/provisions based on user selected contract type and other inputs
  - Contains research tools for looking up clauses/provisions and other FAR, NASA, and GSFC Guidance
  - Microsoft Access Database
    - Mirrors all FAR and NFS clauses and provisions found in FAR/NFS Matrix
      - FAR matrix found at FAR 52.301
      - NFS matrix found at NFS 1852.301
    - GSFC/HQ Local Unique Clauses/Provisions
- Updated when Federal Acquisition Circulars (FAC) and NASA Procurement Information Circulars and Procurement Notices (PICs/PNs) are issued
- Found on the 210 website under the Procurement Policy Tab
  - http://procpolicy.gsfc.nasa.gov/GSFC%20Clause%20Finder.accdb

# Roles and Responsibilities of Management

- Procurement Officer, Deputy Procurement Officer, and Associate Chief for Operations and Business Management\*
  - Advocating and negotiating resources (e.g., training, travel, awards, promotions, hiring)
  - Representative for the Directorate (e.g., Diversity Council, Standing Awards Committee)
  - Subcommittees or Sponsor for the Directorate
  - Participation in Agency and Center activities, such as:
    - Human Capital Strategy
    - IT Security Requirements
    - Programs/Projects: NSSC, Security, PPS, and strategic sourcing contracts
  - Final approval of any and all acquisition matters depending on dollar value, unless delegated

- Special request acquisitions (usually an Agency or Center initiative)
- Training (for staff, Associates, Leadership)
- Travel (for staff and Associates)
- Timecards for staff and Associates
- Promotions above FPL (normally through Competitive ad)
- External office movement, including outside the Division
- Hiring, details into 210, and competitive actions
- Performance Planning for all and Evaluation for staff and Associates

#### Associate Division Chiefs \*

- Extension of the Division Chief
- Division Representative
  - Pre-MSR's and MSR's
  - Key Customer Meetings
  - PSM's and SEB's
- Acquisition Planning (may delegate further)
- Key Customer Interface and Visible Presence at Directorate and Headquarters level
- All acquisitions unless Chief requests otherwise
- Training (except competitive Leadership courses) Requests
- Travel Orders
- Timecards for PM's
- Promotions up to FPL

- Internal office movement
- Routine personnel actions
- Telework, FWS, Time-off for school (in accordance with Division policy)
- Performance Planning and Evaluation for PM's
- Approve Individual Development Plans (IDP's)
- Action Items, as assigned

#### • Procurement Managers\*

- Acquisitions up to designated authority
- Training, Travel, Awards as delegated by the Associate
- Time Cards for employees and Employee Work Schedule Management
- Performance Planning and Evaluation for Employees
- IDP Development with Employees

- Direct Customer interface
  - Attends Program/Project Staff Meetings
- Heads Procurement Development Teams (unless delegated)
- Assigns work
- Supervises employees (includes coaching)
- Works with the Associate in Career Development of employees
- Source Evaluation Boards (SEB's)
- Performance Evaluation Boards (PEB's)
- PSM's
- Responsible for basically everything related to day-to-day procurement operations

### **Senior Staff Responsibilities**

210 Maryann Tolodziecki 6-5740	210 Nancy Lockard 6-2062	Policy Jim Becker 6-1296 ON DETAIL HQS	Policy Deb Kaelberer 6-9702	Policy Michele Rook 4-6931	Competition Christopher Whyte 6-9708 Steve Kramer 6-5982	Pricing Godwin Dike 6-7541	Training and Employee Development Manager Dawn Fountain 6-6336
Procurement Systems Center Business Process Lead (CBPL)	POC for Purchase Card Policy	Industrial Relations Officer (Lead)	File Reviews	File Reviews	Competitive Procurements	POC for Pricing/Cost Analysis (Lead)	Training Policy and Professional Certification
Metrics and Data Quality (Verification, Validation)	POC for AP (Financial Audits)		Pre-PSM Reviews	Pre-PSM Reviews	IFB & RFP review for Sections L & M, including GSA and Other Schedules, Bid Openings	File Reviews for Pricing Matters, including prenegotiation plans, summaries (Lead)	FAC-C HQ FAC-COR GSFC, WFF, IV&V FAC-COR Certifications
Data Analysis	GAO & IG Support (Audits, Inquiries)		Procurement Template Author and Maintenance	Procurement Template Author and Maintenance	SEB and SEB facility management	Liaison with Resources Community (Pricing, 533s, etc.) (Lead)	New Employee Onboarding for Division
Web- site Maintenance	Closeout Team Lead		Procurement Policy Website Maintenance	Procurement Policy Website Maintenance	PSM presentations and minutes, Acquisition Plan reviews	Earned Value Management (EVM) (Lead)	Individual Development Plan (IDP) Assistance for Division
FPDS-NG	GEWA Contracting Officer		Agency/Center Regulations and Policy	Agency/Center Regulations and Policy	Competition Data Analysis/Reporting	Termination Contracting Officer (TCO) (Lead)	Employee Career Coaching

# **Senior Staff Responsibilities**

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System for Award Management (SAM) Administrator	POC for FOIA		Plant, Property, & Equipment (Capital Assets) Working Group	Plant, Property, & Equipment (Capital Assets) Working Group	Debriefings	SEB pricing support	Outside Buyer (non-1102 warrants)
NAIS Center Manager	Delegations Lead		Industrial Relations Officer (Back-up)	Statement of Assurance Reporting	Support to Competition Advocate	DCAA & DCMA Audit coordination, support, and review of charges (Lead)	CO Warrants Program
	Annual Self Assessments		Appropriations issues/Cross Agency Support (CAS) Funding	Appropriations issues/Cross Agency Support (CAS) Funding	Protests		POC for Directorate MODPGA Program
	HQs Procurement Management Reviews		Service Contract Reporting		SEB Awards, if available		Leadership Development Training
			Sustainable Acquisition Reporting				Division AIMS Program Manager
							Division Assessments, Metrics and Tracking

#### **Suzanne Sierra - 301-286-357**

#### **Provides the following 210 Support**

- Dashboard Reports for the Division and each office: CPARS, Close Out, Modifications, PEB/AF, TOMS, UCA, Leadtime, Target Dates, Org Chart, Support Services Contract List
- Milestone Schedule Reports: Weekly Report, MSR reporting
- HQ reporting: Master Buy, Baseline Performance Review system (BPR), BPR Procurement Leadtime Reporting
- eLibrary Curator
- CPARS Center Focal Point
- Code 200 weekly reports: procurement highlights, Top Ten JOFOC Various Projects (e.g. Business Services Assessment (BSA) Project Management, Schedules, CPARS; Acquisition Portfolio Assessment Team) Miscellaneous Division support (e.g. various reports and data calls received from other divisions and HQs, PMR, milestone schedule development, presentation materials)
- SEB support for performance report requests (PPIRS, FAPIIS, SAM, AFES, OFAC), if workload permits.

8/11/2020

# Developing and Managing the Acquisition Workforce

- OFPP Policy Letter 05-01 establishes uniform core training requirements for Federal acquisition certifications
- As a contracting professional, you will need to successfully complete significant course work to be "certified."
  - Three levels
  - Initial certification requirements and continuous learning requirements
  - Can effect your promotion progression above full performance level and your ability to obtain a Contracting Officer's warrant.
- During your first few weeks, you should schedule an appointment with Dawn Fountain, 6-6336, to go over requirements, prior course work, and current certification, if applicable. She will help you with your planning and advise you of upcoming classes.

# Individual Development Plans (IDP's)

- An IDP is a tool to track the projection and completion of all required courses, on the job training, and self-development activities.
- An IDP is an element of the career development program prepared by the individual with the active involvement of the supervisor. The plan is signed by the employee, the immediate supervisor and the next level above the supervisor. The IDP should be discussed upon your arrival, before and during after the performance appraisal process.
- The IDP should include as a minimum:
  - Short term (1 year) and long term (5 year) career goals and objectives
  - Training needs, especially those tied to certification requirements
- The Office of Human Capital Management offers related training.
- Dawn Fountain can also assist you with this activity.

# Individual Development Plans (Continued)

- The IDP can also include:
  - Rotational, detail, and onthe-job assignments, as appropriate
  - Key code for defining priority, method and purpose of training
  - Other professional development and mentoring assignments, if applicable
  - Continuing training in procurement current events and issues, etc.
- Ideally, the IDP should be reviewed and updated jointly every six months to reflect completed training and work assignments and changing needs of the individual. Involvement in other developmental activities should be noted. This can be done in conjunction with the midterm review of the employee's Performance Plan.

# **Other Training Requirements**

- In additional to Procurement's Certified Training Program, employees of the Center are often required to take training in other areas. Examples include:
  - Basic IT Security Training is mandatory for all and is required annually.
     This course is accessed through the Agency on-line training system (SATERN).
  - Annual Ethics Training is mandatory for contract specialists and is provided by the Chief Counsel, both on-line and classroom sessions.
  - Equal Employment Opportunity (EEO) and Diversity-sponsored courses on an as-required or needed basis. Examples include:
    - Sexual Harassment
    - Diversity Dialog Project
    - Alternative Disputes Resolution
    - Basic EEO Requirements
- The Building 1 Learning Center has a wide variety of self study courses. The SATERN on-line e-Learning system is also available for self study courses.

### Procurement All-Hands and Training Forums

- There are several ways to meet employees in the Division and learn about your profession. Talk to your Manager and peers about:
  - Procurement All-Hands
  - Procurement Training Forums
  - HQ Quarterly Webinar
  - Masters Forum
  - Meet the Management Team
  - Code 200 D&I Events
  - Center Advisory Committee Events



# **General Employee Information**

- The next set of charts provide you general information on:
  - Resources you should have received OHCM
    - Goddard Orientation Page
    - First Day Instructions
    - New Employee Orientation e-Handbook
    - GSFC Orientation Toolkit
  - Phones and Phonemail
  - Email and Computers
  - Our Website
  - Other Websites of Possible Interest

### General Info on Phones & Phonemail

- NASA Directory Locator: <a href="https://people.nasa.gov/">https://people.nasa.gov/</a>
- GSFC Directory Locator: <a href="https://internal.gsfc.nasa.gov/phonebook?q=phonebook-search-results">https://internal.gsfc.nasa.gov/phonebook?q=phonebook-search-results</a>
- For Toll-Free Phonemail access: 1-877-776-4117
  - Voicemail Web Interface: <a href="https://voipvoicemail.gsfc.nasa.gov/inbox/">https://voipvoicemail.gsfc.nasa.gov/inbox/</a>
- For Telephone Repairs 6-3100
- For Internal Calls to Greenbelt: Dial 6 + 4-digit # or 4 + 4-digit #
- For calls to Wallops: Dial 7 + 4-digit extension
- For local and long distance calls outside of GSFC: Dial 9 + 10-digit number
- For complete phone instructions: https://itcd.gsfc.nasa.gov/content/ngv-end-user-device-details

# **General Information on Procurement's Website**

- Web Site: <a href="https://code210.gsfc.nasa.gov">https://code210.gsfc.nasa.gov</a>
- Our home page links commonly used Acquisition/Procurement Process tools in one place.
- Our Website is divided into 5 distinct categories:
  - Division Policies & News
  - Procurement Operations Portal
  - Procurement Policy
  - Proc Systems Support
  - Employee Info and Training & Development
- The Procurement Website contains a lot of information, some that is linked to other Websites. We continually assess the effectiveness of this Website. As a new employee, your feedback is especially important to us, particularly as it relates to the ease of finding what you need. Suggestions for improvement may be submitted to MaryAnn Tolodziecki.

# Procurement's Website Items of Interest

Procurement Operations Portal:

https://code200-external.gsfc.nasa.gov/210/content/procurement-operations-portal

• Procurement Policy:

http://procpolicy.gsfc.nasa.gov/

Proc Systems Support:

http://cmm.gsfc.nasa.gov

• Employee Training and Development:

 $\underline{https://code200\text{-}external.gsfc.nasa.gov/210/content/employee-training-development}$ 

• Review and Approval Matrix (See GSFC Circular 10-01):

http://procpolicy.gsfc.nasa.gov/

• NASA Procurement Training Policy:

https://inside.nasa.gov/procurement/career-development-and-training

NASA Procurement Library:

https://inside.nasa.gov/procurement

### **General Websites of Interest**

- NASA Home Page: <a href="http://www.nasa.gov/">http://www.nasa.gov/</a>
- Public Goddard Home Page: http://www.nasa.gov/centers/goddard/home/index.html
- Internal NASA: <a href="http://www.hq.nasa.gov/">http://www.hq.nasa.gov/</a>:
- Goddard Strategic Implementation Plan: <a href="https://www.nasa.gov/content/goddard-implementation-plan-in-response-to-the-2014-nasa-strategic-plan">https://www.nasa.gov/content/goddard-implementation-plan-in-response-to-the-2014-nasa-strategic-plan</a>
- NASA Online Directives: <a href="http://nodis3.gsfc.nasa.gov/main\_lib.cfm">http://nodis3.gsfc.nasa.gov/main\_lib.cfm</a>
- Goddard Directives Management Systems: <u>https://gs279gdmsias.gsfc.nasa.gov/GDMSv2/index.htm</u>
- Acronym Listing: <a href="https://spaceflight.nasa.gov/cgi-bin/acronyms.cgi">https://spaceflight.nasa.gov/cgi-bin/acronyms.cgi</a>
- Office of Human Capital Management: <a href="https://ohcm.gsfc.nasa.gov/">https://ohcm.gsfc.nasa.gov/</a>
- NASA Individual Development Plan Advisor at <a href="https://ohcm.gsfc.nasa.gov/content/coaching">https://ohcm.gsfc.nasa.gov/content/coaching</a>
- GSFC Telephone Book: <a href="https://internal.gsfc.nasa.gov/phonebook?q=phonebook-search-results">https://internal.gsfc.nasa.gov/phonebook?q=phonebook-search-results</a>

# **Final Thoughts**

- All employees are encouraged to talk to their Supervisor about their progress on a regular basis and not wait until mid-term or annual appraisal time. Take the initiative to ask questions about your own career throughout the year.
- When you feel comfortable with the job you are currently performing or if you feel that you have reached a level of efficiency in what you are currently doing, talk to your Supervisor about other work or developmental assignments.
- Ask for assistance, clarification or help. Get to know your procurement teammates and develop a good working relationship with them. Chances are, some of the best answers and insight can be found in your own procurement office, especially your peers.
- ➤ Bring up ideas, respectfully challenge the ways in which we do business and offer alternatives. Be a part of the solution!
- If you have any concerns or need advice outside of your immediate area, this package hopefully offers you a number of alternatives.